



**BOSTON COMMON FROG POND SKATING RINK
ADVANCE SALES REQUEST FORM 2004/2005**



General Information

Organization: _____
Contact Person, Title: _____
Address: _____ Apt. /Suite: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____
Person in charge of event: _____ Day of event phone: (____) _____

Event Information

Advance sales tickets are available for groups of 20 people or more and must be booked 14 days in advance by fax and paid for in full. The tickets must be picked up at the rink. Skating hours available for groups are: Monday, Tuesday, Wednesday, and Thursday from 10 am – 5 pm, Friday and Saturday from 10 am – 10 pm, and Sunday from 10 am – 9 pm.
Please note: Children 13 and under never pay an admission charge.

Date of event: _____ Arrival time: _____ Departure time: _____

Expected Attendance

Adults: _____ Children: _____
Adult admissions at \$3.00 per person: # _____ x \$3.00 = _____

Please indicate if the following items will be paid by the event organizer:
Skates [at \$5.00 per pair] yes _____ no _____

_____ skates x \$5.00 = \$ _____
_____ admissions x \$3.00 = \$ _____
TOTAL: \$ _____

DEPOSIT PAYMENT:

_____ Check or money order made out to "Boston Common Frog Pond Foundation"

_____ American Express _____ Visa _____ MasterCard

Name of Cardholder: _____

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Exp.: ____/____

* Please note: Passes will be given to the organizer to distribute to their guests to be turned in at the event.

PLEASE FAX OR MAIL THESE FORMS TO:

Attention: Jane Levin
Boston Common Frog Pond Skating Rink
84 Beacon Street
Boston, MA 02108
Phone 617-635-2120 / Fax 617-635-2217



BOSTON COMMON FROG POND SKATING RINK ADVANCE SALES POLICIES AND PROCEDURES



Rink Charge – It is \$3.00 per adult admission. Adult admission is 14 and over. Children 13 and under pay no admission. Skate rentals are \$5.00 per pair for all ages with an advance sale purchase. Advance sales are available with 14 days notice by fax. Booking forms must be submitted with payment.

Financial Arrangements – Payment is required **in full** 14 days prior to booking an event. Passes will be given to the event organizer to distribute to their guests. There are admission only passes, combination admission and skate passes, and children's skate only passes for company parties. It is up to the event organizer to determine how many guests need skates as well as admission. These passes are NON-REFUNDABLE except in the event that the skating rink is closed by the rink manager due to inclement weather or other unforeseeable causes.

Cancellation – [Weather and non-weather related conditions]: The skating rink operations may be impacted by inclement weather or by unforeseen circumstances. If an event is in question, call 617-635-2120. If an event is cancelled, a refund will be given to the event organizer for RETURNED PASSES ONLY. The facility is not responsible for refunds for passes that have been distributed to guests that are not returned by the event organizer. All passes are valid anytime during the skating season, or the event organizer may rebook the event on another mutually agreeable date.

Alcohol – No alcoholic beverages are allowed in the Boston Common.

Snack Bar – The snack bar will remain open during all events. Outside vendors or personal catering are not allowed in the rink. Snack Bar items must be paid by separate payment directly to the Snack Bar by cash or check only. Tabs may not be run at the Snack Bar. Snack Bar services are “pay as you go” only.

Parking – Parking is available in the Boston Common Garage, located directly under the Boston Common with an entrance on Charles Street between Boylston and Beacon Streets. Parking fee information is available from the garage and is the responsibility of the guest.

Liability – Guests skate at their own risk. I understand that recreational and other activities involve inherent risks of INJURY and DEATH. I will notify my guests of these risks and all guests will voluntarily agree to expressly assume all risk of injury and death that may result from participation in recreational activities, which relate in any way to the use of this facility, or from any other activity at this Skating Rink.

Conduct – To insure the safety and enjoyment of our guests and clients, no unsafe or disruptive behavior will be tolerated on the premises. Intoxicated patrons will not be permitted on the ice. No hockey sticks or other equipment are allowed on the ice. The Boston Common Frog Pond Skating Rink had the responsibility and the authority to exclude events inappropriate for the facility.

Company / Organization: _____ Contact Name: _____
Contact Signature: _____ Date: _____

ALL GROUP EVENTS SUBJECT TO AVAILABILITY AND WEATEHR CONDITIONS